

PRAIRIE CENTRAL COMMUNITY UNIT SCHOOL DISTRICT NO. 8

**REQUEST FOR GRADUATE COURSE APPROVAL**

*See reverse side for guidelines on acceptable courses*

Name: \_\_\_\_\_ Grade or Dept: \_\_\_\_\_

1. Course Title: \_\_\_\_\_

Course Number: \_\_\_\_\_ Semester Hours \_\_\_\_\_

This course:

Is Graduate Level	Yes		No	
Qualifies for Credit in a Graduate Program	Yes		No	
Is a Video Course	Yes		No	
Is an Online Course	Yes		No	

University/Location Offering Course: \_\_\_\_\_

Dates of Course: \_\_\_\_\_

Description of Course Content: \_\_\_\_\_

\_\_\_\_\_

2. Course Title: \_\_\_\_\_

Course Number: \_\_\_\_\_ Semester Hours \_\_\_\_\_

This course:

Is Graduate Level	Yes		No	
Qualifies for Credit in a Graduate Program	Yes		No	
Is a Video Course	Yes		No	
Is an Online Course	Yes		No	

University/Location Offering Course: \_\_\_\_\_

Dates of Course: \_\_\_\_\_

Description of Course Content: \_\_\_\_\_

\_\_\_\_\_

3. Course Title: \_\_\_\_\_

Course Number: \_\_\_\_\_ Semester Hours \_\_\_\_\_

This course:

Is Graduate Level	Yes		No	
Qualifies for Credit in a Graduate Program	Yes		No	
Is a Video Course	Yes		No	
Is an Online Course	Yes		No	

University/Location Offering Course: \_\_\_\_\_

Dates of Course: \_\_\_\_\_

Description of Course Content: \_\_\_\_\_

\_\_\_\_\_

APPROVED  NOT APPROVED

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent

To: All Teachers  
From: John Capasso, Superintendent ~  
Date: 9/13/06  
Re: Graduate Credit - Amended

What follows will hopefully serve as clarification of this office's position on the approval or disapproval of graduate courses for both tuition reimbursement and horizontal movement on the salary schedule. The following position statement includes actual Collective Bargaining Agreement language, but also the superintendent's interpretation of CBA language in order to dispense guidelines for graduate study. The discourse that follows should be considered prospective, i.e. those in mid-degree/program are "grandfathered".

Generally speaking,

- The superintendent will accept or reject a proposed course based on its pertinence to the teacher's assignment. Courses will be limited to the area(s) in which the teacher is teaching or the pursuit of "highly qualified" status. The underlying philosophy is to improve the teacher's knowledge base, methods, and skills in his/her current teaching area(s).
- The district prefers not to subsidize a teacher's graduate degree work to support an assignment other than his/her current one.
- Courses will be approved only as they lead to an advanced degree, are part of an advanced degree program, or can be applied to an advanced degree program (perhaps as an elective).
- Graduate hours will be approved for tuition reimbursement or salary schedule movement only if they have been earned at an accredited university and from an accredited graduate school.
- A grade card, transcript, or equivalent communication from a university demonstrating that the teacher earned a grade of "B" or better must be on file in the district's administrative office prior to the beginning of the appropriate school year.
- A teacher shall advance to the appropriate earned step on the salary schedule only at the beginning of an academic year.
- Since it is the district's belief that human interaction still provides the best education, no more than six (6) semester credit hours, during the teacher's Prairie Central career, will be recognized for the successful completion of courses taken by viewing video tape(s).
- Since it is the district's belief that human interaction still provides the best education, no more than six (6) semester credit hours, during the teacher's Prairie Central career, will be recognized for the successful completion of courses taken on-line (via the Internet).
- One (1) hour of graduate credit shall be recognized by the district only when it is earned through fifteen (15) or more clock hours of classroom, or equivalent, time. A teacher may be asked to provide documentation of clock hours.

Graduate course/program approval is, like much of academia, situational or unique to individual aspirations. If there are specific questions about courses or programs of study, please do not hesitate to call me at (815) 692-2504, or e-mail at [jcapasso@prairiecentral.org](mailto:jcapasso@prairiecentral.org).

Thank you.